

(207)

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Language Development Committee Meeting Minutes

FROM:

Executive Secretary  
401 C of C

EXTENSION

NO.

DATE

27 March 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Max Hugel  
DDA  
7-D-18

3/30/81 mh

DD/A REGISTRY  
FILE: Committees

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MEMORANDUM FOR: Members of the Language Development Committee

FROM: [redacted]

Executive Secretary, Language Development Committee

SUBJECT:

Minutes of 19 March 1981 Language Development Committee Meeting (U)

1. Present: Max Hugel, Deputy Director for Administration; William N. Hart, Associate Deputy Director for Administration and Chairman, Language Development Committee (LDC); [redacted] Executive Officer, Deputy Directorate of Administration (DDA); [redacted] Chief, Production Group, Foreign Broadcast Information Service, Deputy Directorate of Science and Technology representative; [redacted] Chief, Policy Staff, Office of Personnel, Policy, Planning, and Management, DCI representative; [redacted] National Foreign Assessment Center (NFAC) Program Integration Unit, NFAC representative; [redacted] DDA Training Officer, alternate DDA representative; [redacted] Chief, Language School, Office of Training and Education (OTE), OTE representative; [redacted] Senior Training Officer, Deputy Directorate of Operations (DDO), DDO representative; [redacted] Administrative Assistant, LDC; and [redacted] Executive Secretary, LDC. (C)

2. Item 1: Discussion of DDCI Memo to the DDA Dated 11 March 1981, Subject: "Improving Language Capability at CIA" (copy attached)

The principal purpose of calling this meeting was to discuss questions raised by Admiral Inman in his memo to the DDA. The questions were broken down and discussed as follows:

A. Periodic status reports concerning how well language training requirements are being met

The DDA stated that in order for the OTE Language School to meet training requirements, the directorates must project future language requirements and the number of persons needing language training. The language requirements should be broken down according to headquarters and overseas positions and the training requirements should be broken down into full and

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part-time courses. Directorate representatives are to collect the information requested and send reports to the Administrative Assistant, LDC, to be consolidated into periodic reports to the DDCI. (Suspense: LDC reps, 3 Apr. 81; AA/LDC, 10 Apr. 81) (U)

B. Relation of language competency to promotion

The DDA pointed out that language skills are crucial to fulfillment of the Agency's mission and that relating these skills to promotion would emphasize its importance. The LDC is to study the impact of making foreign language skills a factor in determining whether an individual should be promoted and present a recommendation to the DDCI on the basis of this study. (Suspense: LDC reps., 10 Apr. 81; C/LS, 17 Apr. 81) (U)

C. Enrollment and completion rates and attainment of desired fluency levels

Statistics compiled for the FY 1980 report of the LDC concerning enrollments and completions will be extracted and included in a report for the DDCI along with information regarding the relation of tested aptitude for language learning to tested proficiencies. This information will be updated periodically and reported to the DDCI. The DDA recommends that the Modern Language Aptitude Test be administered to all new employees. (Suspense: C/LS, 17 Apr. 81) (U)

D. Recruitment of language-competent people

25X1 [ ] reported that OPPPM is recruiting two language-related categories of individuals at this time. The first category is language specialists to fill transcriber, translator, foreign language instructor, etc., slots. Recruitment of this category proceeds smoothly. The second category is for language skills determined by the components in their recruitment guidelines with the decision to override the guidelines and hire with no or low-level language skills made by the manager. Recruitment in this category is difficult due to the lack of specific guidelines and the limited number of language skilled resources available to draw from. The committee decided that an effort should be made to make recruitment guides more specific and that the DCI in his cabinet role be encouraged to emphasize the importance of language training in schools. (U)

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E. Headquarters classroom space

Although in his memo to the DDA the DDCI mentioned only space at Headquarters for part-time language training, the DDA requested that long-range requirements for space needed to carry out the projected needs for language training both at Headquarters and the Chamber of Commerce Building be studied. To meet immediate needs for classroom space at Headquarters, the balcony of the South Cafeteria is being converted to make space for eight classrooms. (Suspense: C/LS, 17 Apr. 81) (U)

F. National program for language improvement

Portions of the Presidential Commission report "Strength Through Wisdom" and a report compiled by [ ] will be studied to make recommendations to the DDCI concerning a national program of language improvement. (Suspense: C/LS, 17 Apr. 81) (U)

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3. Item 2: Update on OPPPM Task Force on Language Specialists

[ ] chairman of the task force to study the Language Use Award for language specialists, reported to the committee that the members of the task force could find no alternative to replace the Language Use Award for language specialists as recommended by the NAPA study of the Language Incentive Program; therefore the task force will recommend that the Language Use Award be retained for language specialists. Both the DDA and the ADDA expressed dissatisfaction with this recommendation. (U)

4. Items 3-5 were suspended until a future meeting due to a lack of time for discussion. (U)

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